



## ***Montana Department of Revenue***

# **EQUAL EMPLOYMENT OPPORTUNITY 2011 ACTION PLAN**

## Table of Contents

I.	Plan Purpose .....	1
II.	Goals and Objectives .....	1
III.	Underutilization Review .....	1
IV.	Action Plan .....	1
	A. Recruitment and Selection .....	1
	B. Upward Mobility.....	2
	C. On-the-Job Treatment .....	2
	D. Compensation .....	2
	E. Training Programs.....	2
	F. Harassment and Discrimination Prevention.....	2
	G. Termination.....	2
V.	Duties and Responsibilities for Program Implementation .....	3
	H. Director .....	3
	I. Office of Human Resources.....	3
	J. Managers/Supervisors .....	3
	K. Employees .....	3
VI.	EEO Program Action Plan Distribution.....	3
	L. Internal .....	3
	M. External .....	3
	Appendix A: Underutilization Report .....	4
	Appendix B: Equal Employment Opportunity Policy Statement .....	7
	Appendix C: Complaint Resolution Procedure.....	9
	Appendix D: Definitions .....	10
	Appendix E: Utilization Analysis .....	11

## **I. PLAN PURPOSE**

The purpose of this plan is to implement and maintain an Equal Employment Opportunity (EEO) program to ensure that the Department of Revenue (department) does not discriminate in employment, based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs. The department has adopted the State of Montana's EEO Policy as the basis of its plan (see Appendix B).

## **II. GOALS AND OBJECTIVES**

The department's goal is to make its workforce more closely reflect the labor force in Montana. We will make good faith efforts to identify the underutilization of women and minorities and make the necessary changes to remove any existing barriers to their employment. OHR will continually review and look for ways to improve all aspects of this plan.

## **III. UNDERUTILIZATION REVIEW**

Appendix A summarizes the department's underutilization of women and minorities by EEO category and job groups within the category. This information comes from the Utilization Analysis Report that compares the department's workforce to Montana's labor force by each job group. If the department's workforce in a particular job group is less than the labor force, then the job group will be defined as underutilized.

## **IV. ACTION PLAN**

The following action items are linked to OHR's performance management plan and performance measures. OHR will provide biannual reports to the leadership team as a means of monitoring the department's progress and adherence to this plan.

### **Recruitment and Selection**

OHR will evaluate recruitment and selection practices to ensure that women and minorities receive equal opportunity to secure employment. Prior to beginning the recruitment process, OHR will check to see if the position is on the underutilization list. If it is, OHR will make sure the position requirements are job-related and consistent with business necessity and the safe performance of the position. Any hiring requirement that does not meet these criteria will be removed to avoid screening out qualified applicants. Vacancy announcements for underutilized positions will include the statement: *Women (and/or) minorities are under-represented in this position and are encouraged to apply.*

The department's recruitment goal is to increase women and minority representation in underutilized positions by attracting qualified candidates to apply. We will also continue efforts to recruit qualified individuals with disabilities in all levels of our workforce. Applicants' qualifications will be reviewed to be sure qualified individuals are treated in a nondiscriminatory manner. The department will make reasonable accommodations to applicants with physical and mental limitations unless such an accommodation would create an undue hardship on our ability to conduct business.

Department employees are notified of job opportunities through vacancy announcements posted on the state's MINE site. All external vacancy announcements are posted on the State of Montana Employment website: <http://mt.gov/statejobs/statejobs.asp>. Vacancy announcements are also sent to college and university campuses, Native American recruitment sources, the Interagency Committee for Change by Women, and disability rehabilitation centers across the state for all positions. We will work to broaden our recruitment efforts using other resources that may assist us in reaching out to prospective applicants.

### **Upward Mobility**

The Department will strive to ensure all employees are given equal opportunity for promotion by:

1. posting promotional opportunities on the state's MINE site;
2. assisting employees in identifying promotional opportunities;
3. offering training programs and opportunities which may enhance promotability.

OHR will review the annual Utilization Analysis report in an effort to ensure that qualified women and minorities are promoted at rates substantially similar to those of qualified men and non-minority employees. The Department also will strive to promote qualified individuals with disabilities in all levels of its workforce.

### **On-the-Job Treatment**

The department's job profiles are up-to-date. Job duties and working conditions are job-related and equitable. This helps alleviate adverse impacts on women, minority, or disabled employees.

The department's on-line performance review process is based on the job profiles. Templates and rating descriptions are developed through OHR to maintain consistency in rating employee performance. This helps alleviate adverse impacts on women, minority, or disabled employees.

### **Compensation**

Annually, OHR will review the Montana Compensation Report, the Personnel Action History Report, and the Workforce Analysis to determine if a gender, race, or ethnicity disparity exists in employees' pay. If a disparity is identified, OHR will work with division administrators to take appropriate action and attempt to resolve the disparity.

### **Training Programs**

OHR will ensure managers are trained in all aspects the EEO Action Plan and strive to maintain commitment to the plan. Employees receive related training, posters are displayed, and information is provided on the department's internal website.

### **Harassment and Discrimination Prevention**

Any person who believes he, she, or another person has been subjected to discrimination is encouraged to report incidents or actions of harassment and/or discrimination to the Office of Human Resources. A copy of this plan is on the department's external website for access by those outside the department. The complaint resolution procedure is explained in Appendix C.

### **Termination**

Exit interviews are conducted to provide the terminating employee with the opportunity to:

1. discuss the precise reason(s) for the termination;
2. voice any concerns the employee may have been reticent to express while employed; and
3. provide positive and negative comments and suggestions related to their employment experience.

The department will strive to ensure that women, minority, or disabled employees do not leave the department at rates substantially different from those of men, non-minority employees, and employees without disabilities.

## **V. DUTIES AND RESPONSIBILITIES FOR PLAN IMPLEMENTATION**

### **A. Director:**

1. Responsible for adhering to and promoting the department's EEO Action Plan.
2. Hold division administrators and office directors accountable for adhering to the plan and evaluate their participation through annual performance reviews.

### **B. Office of Human Resources:**

1. Implement and maintain EEO reporting and recordkeeping systems to measure the effectiveness of the plan and determine whether goals and objectives have been attained.
2. Monitor the recruitment process including initial screening of applicants; the make-up of the applicant pool; at what level applicants fall out of the process; and the reasons why they fell out. Determine what actions we can take to assist us meeting our EEO goals.
3. Review and update the EEO Action Plan as necessary.
4. Provide biannual reports to department leadership as a means of monitoring the department's progress and adherence to this plan.
5. Annually review compensation adjustments to determine if gender, race, or ethnicity disparities exist in employees' pay.
6. Annually update the department's Underutilization Report. Send the report to division administrators, along with a comparison of last year's and the current year's figures.
7. Assist managers in identifying what may be causing underutilization and recommend appropriate action.
8. Keep management informed of the latest developments in the area of EEO.
9. Provide training opportunities for managers and employees in the area of EEO.
10. Investigate and attempt to resolve all EEO complaints.
11. Provide training to ensure that managers and supervisors understand their responsibility to take action to prevent the harassment of employees and applicants.
12. Ensure the department's EEO Policy Statement and Complaint Resolution Procedure is posted on employee bulletin boards, internal website, and external website.
13. Responsible for reviewing the recruitment, selection, and promotion processes.

### **C. Managers/Supervisors:**

1. Responsible for adhering to and promoting the department's EEO Action Plan, especially throughout the recruitment process.
2. Hold subordinate managers accountable for adhering to the plan and evaluate their participation through annual performance evaluations.

### **D. Employees:**

1. Inform supervisor and/or the Human Resource Office of any EEO concerns.
2. Adhere to the department's EEO Action Plan.

## **VI. EEO ACTION PLAN DISTRIBUTION:**

### **A. Internal**

1. Each employee will receive training on EEO and the department's action plan as part of new employee orientation.
2. The EEO Policy and Complaint Resolution Procedure posters will be permanently posted and displayed in areas available to employees and applicants for employment.
3. The department's EEO Action Plan will be posted on the internal web page and employees will be notified when it has been updated.

### **B. External**

1. The Department's EEO Action Plan will be posted on its external web page.

## **APPENDIX A**

### **Utilization Analysis Summary March 2011**

Underutilization occurs when the percentage of employees in a protected group (women or minorities) is less than the availability (labor force) percentage for that protected group. This is determined through the US Census 2000 Special EEO Tabulation which serves as the primary external benchmark for comparing the race, ethnicity, and sex composition of an organization's internal workforce, and the equivalent external labor market, within a specified geography and job category. Montana is used for the relevant labor market in the utilization analysis.

See Appendix D for descriptions of EEO categories.  
See Appendix E for more detailed statistical information.

#### **Overall Department Statistics**

Females: statistics indicate no underutilization; no change from last year

Minorities: statistics indicate underutilization by 20 employees; +1 from last year

#### **Category 1 – Officials and Administrators (includes all Management positions)**

- Females: overall statistics indicate no underutilization; no change from last year
- Minorities: overall statistics indicate underutilization by 3 employees; no change from last year
  - Occupational code 111
    - Underutilized by 2 employees
    - +1 from last year due to a data correction
    - This code includes the following occupations:
      - Operations Manager
      - Program Manager
  - Occupational code 113
    - Underutilized by 1 employee
    - No change from last year
    - This code includes the following occupations:
      - Administrative Services Manager

#### **Category 2 – Professionals (includes non-management positions in pay band 4-7)**

- Females: overall category statistics indicate no underutilization; no change from last year
  - Occupational code 433
    - Underutilized by 2 employees
    - +1 from last year due to the recruitment of an additional position in which a white male was hired.
    - This code includes the following occupations:
      - Collections Specialist
- Minorities: overall category statistics indicate underutilization by 3 employees; +1 from last year
  - Occupational code 131
    - Underutilized by 2 employees
    - No change from last year
    - This code includes the following occupations:
      - Purchasing Agent
      - Compliance Specialist
      - Training Development Specialist
      - Human Resource Specialist
      - Management Analyst
      - Administrative Specialist

- Occupational code 151
  - Underutilized by 1 employee
  - +1 from last year due to one minority employee who terminated for personal reasons
  - This code includes the following occupations:
    - Computer Programmer
    - Computer Application Engineer
    - Web Developer
    - Computer Systems Analyst
    - Computer Security Specialist
    - Data Control Specialist
- Occupational code 433
  - Underutilized by 1 employee
  - +1 from last year. Statistics indicate an increase of 1 employee, a white male.
  - This code includes the following occupations:
    - Collections Specialist

### **Category 3 – Technicians (includes positions in pay bands 3-4)**

- Females: overall category statistics indicate underutilization by 5 employees; +1 from last year
  - Occupational code 433
    - Underutilized by 5 employee
    - No change
    - This code includes the following occupations:
      - Collections Technician
      - Tax Technician
      - Accounting Technician
      - Auditing Technician
      - Payroll Technician
      - Purchasing Technician
  - Occupational code 436
    - Underutilized by 3 employees
    - +2 from last year. We filled an additional 3 positions over last year but although we hired 1 additional female, the ratio calculation results in -2 employees from last year.
    - This code includes the following occupations:
      - Administrative Assistant
- Minorities: overall category statistics indicate underutilization by 14 employees; -1 from last year
  - Occupational code 433
    - Underutilized by 11 employees
    - -1 from last year due to the hiring of a minority employee
    - This code includes the following occupations:
      - Collections Technician
      - Tax Technician
      - Accounting Technician
      - Auditing Technician
      - Payroll Technician
      - Purchasing Technician
  - Occupational code 434
    - Underutilized by 1 employee
    - No change from last year
    - This code includes the following occupations:
      - Customer Service Assistant

- Occupational code 436
  - Underutilized by 1 employee
  - No change from last year
  - This code includes the following occupations:
    - Administrative Assistant
- Occupational code 439
  - Underutilized by 1 employee
  - No change from last year
  - This code includes the following occupations:
    - Data Processor Technician

**Category 6 – Office/Clerical (includes positions in pay bands 1-2)**

- Females: overall category statistics indicate underutilization by 2 employees; no change from last year
  - Occupational code 434
    - Underutilized by 2 employees
    - -1 from last year
    - This code includes the following occupations:
      - File Clerk
  - Occupational code 435
    - Underutilized by 1 employee
    - -1 from last year
    - This code includes the following occupations:
      - Logistics Technician
- Minorities: overall category statistics indicate no underutilization; no change from last year



## APPENDIX B STATE OF MONTANA EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the State of Montana that state government:

- Is an equal employment opportunity employer;
- Does not discriminate in employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs; and
- Implements and maintains an effective equal employment opportunity program that may include a written affirmative action plan.

Employees of the State of Montana have a right to work in an environment free from all forms of discrimination. The State of Montana's prohibition of discrimination includes discrimination in hiring, firing, promotions, compensation, job assignments, and other terms, conditions or privileges of employment. The State of Montana may not retaliate or allow, condone, or encourage others to retaliate against any applicant, employee, or past employee for opposing unlawful discriminatory practices, filing a discrimination complaint and/or testifying or participating in any other manner in a discrimination proceeding. All employees with access to such information shall maintain the confidentiality of the information to the extent reasonably possible and may not release the information to anyone who does not have the right or need to know.

SEXUAL HARASSMENT	DISABILITIES
<p>The State of Montana prohibits sexual harassment of employees, customers, clients and any other persons. There are two categories of sexual harassment:</p> <p><b>Quid pro quo:</b> Sexual favors are sought in return for job benefits or opportunities. It includes being forced to resign (constructive discharge). <b>Examples:</b> Sexual advances that are unwelcome. The loss or threatened loss of a job for failing to comply with a supervisor's sexual demands. This may include situations that began as mutual attractions, but later ceased to be reciprocal. Employment benefits affected in exchange for sexual favors (may include situations where a third party is treated less favorably because others have agreed to sexual advances).</p> <p><b>Hostile working environment:</b> Unwelcome sexual conduct that unreasonably interferes with an employee's job performance or creates an intimidating, hostile or offensive working environment. The key words are <b>unwelcome</b>, <b>unreasonable</b>, and <b>intimidating, hostile</b> or <b>offensive</b>. <b>Examples:</b> Displaying sexually suggestive objects, pictures, cartoons or posters. Verbal abuse of a sexual nature, sexually oriented jokes, innuendoes, or obscenities. Sexually suggestive letters, notes or invitations.</p> <p>Harassment not involving sexual activity or language is also discriminatory if it is sufficiently patterned or pervasive and directed at employees because of their sex. This is <b>gender-based</b> harassment.</p>	<p>The State of Montana does not discriminate against any applicant or employee in hiring, firing, promotions, compensation, job assignments and other terms, privileges or conditions of employment due to physical or mental disability.</p> <p>The State of Montana provides reasonable accommodation to an otherwise qualified applicant or employee with a known disability that prevents the individual from participating in the application process, competing in the selection process, performing the essential functions of the job, and enjoying equal benefits and privileges of employment. An accommodation that is not effective, creates an undue hardship on a department, or endangers health or safety is not a reasonable accommodation.</p> <p>Any otherwise qualified applicant for employment or employee with a disability who needs reasonable accommodation shall inform the department personnel officer, his or her immediate supervisor or the department ADA coordinator of the nature of the disability and the accommodation requested.</p> <p>Some communicable diseases, for example, HIV/AIDS, are physical disabilities. The State of Montana does not discriminate against any applicant for employment or employee based upon communicable disease unless required to do so by the reasonable demands of the position.</p>

OTHER HARASSMENT	MATERNITY
<p>The State of Montana's policy is to provide employees with a work environment free of these forms of harassment. Harassment of employees, clients, customers, and any other persons doing business with state government because of a <b>person's race, color, national origin, age, physical or mental disability, marital status, religion, creed, sexual orientation or political beliefs</b> is prohibited.</p> <p>Examples of other prohibited harassment include, but are not limited to: Coercion of employees, clients, or customers in the participation or non-participation in religious activities; or ethnic slurs, repeated jokes, innuendoes, or other verbal or physical conduct because of a person's nationality, race, color, age, physical or mental disability, marital status, religion, creed, sexual orientation or political beliefs if these actions create an intimidating, hostile or offensive working environment.</p>	<p>The State of Montana may not discriminate against any applicant or employee in hiring, firing, promotions, compensation, job assignments and other terms, conditions or privileges of employment based upon a temporary disability resulting from pregnancy, childbirth, or related medical conditions.</p> <p>The State of Montana may not terminate any employee due to pregnancy or childbirth. The State of Montana shall grant a request by an employee for a reasonable leave of absence for pregnancy, childbirth or related medical conditions. The State of Montana recognizes six (6) calendar weeks as a reasonable period of recovery from the temporary disability due to childbirth.</p>
EQUAL PAY	RELIGION
<p>The State of Montana may not pay unequal compensation to men and women who perform jobs that require substantially equivalent skill, effort, and responsibility that are performed under similar working conditions. Wage differentials are permitted on factors other than sex, for example, longevity, merit, and applicant or employee qualifications.</p>	<p>The State of Montana shall make reasonable accommodation for religious beliefs or practices. Any otherwise qualified applicant for employment or employee who requires reasonable accommodation may inform his or her immediate supervisor or the department EEO officer of the need for a religious accommodation. An accommodation that creates an undue hardship on a department is not a reasonable accommodation.</p>

If you are considering reporting a complaint, you can:

- Use your department's complaint resolution procedure.
- File a complaint with the Human Rights Bureau, Department of Labor and Industry (PO Box 1728, Helena, MT 59624-1728, phone 1-800-542-0807). Complaints with the Human Rights Bureau will be accepted within 180 days of the act, or an extended 120 days if you are using an internal complaint procedure.

If you are not personally a victim of discrimination, but observe actions against other employees that you believe to be discrimination, you are encouraged to bring it to the attention of the Office of Human Resources.

JeanAnn Scheuer, Human Resource Director  
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Room 409 Mitchell Building, 125 N. Roberts  
Helena, MT 59620

**APPENDIX C**  
**STATE OF MONTANA, DEPARTMENT OF REVENUE**  
**NONDISCRIMINATION-EQUAL EMPLOYMENT OPPORTUNITY**  
**COMPLAINT RESOLUTION PROCEDURE**

The State of Montana is an equal employment opportunity employer and prohibits discrimination based on race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, sexual orientation or political beliefs unless based on a bona fide occupational qualification (BFOQ). The State also prohibits discrimination in providing services, activities and programs unless providing a reasonable accommodation or reasonable modification would cause an undue hardship.

The State of Montana is committed to resolving complaints of discrimination in a fair and timely manner. The complaint resolution procedure is a dispute resolution process used when an applicant, client, customer or employee alleges that discrimination has taken place. Management must investigate when reports are received. Complaints concerning disability discrimination are submitted to the Office of Human Resources. All other complaints are submitted to the agency Equal Employment Opportunity (EEO) Officer. This complaint resolution procedure may not cover members of a collective bargaining unit unless it is stipulated in the bargaining agreement.

**Complainant's Responsibility:**

Any applicant, client, customer, or employee who believes he or she or another person has been subjected to a discrimination of the equal employment opportunity policy is encouraged to report the incident(s) or action(s) to management as soon as possible after the alleged discrimination occurs. Early reporting is encouraged, because management's ability to investigate and act on reports diminishes with time.

**Management's Responsibility:**

1. Any supervisor who receives a report of an alleged discrimination shall immediately notify the agency Office of Human Resources.
2. Upon receipt of a report alleging discrimination, including sexual harassment, the agency shall take all appropriate steps to prevent the alleged conduct from continuing pending completion of the investigation. The agency will determine the steps to be taken by balancing the rights of the alleged victim, including the severity of the alleged conduct, and the rights of the alleged harasser.
3. The Office of Human Resources shall initiate an investigation or select another appropriate management representative to initiate the investigation no later than 10 working days after receiving notice of the alleged discrimination. The investigation shall include verification of the report, a recommended course of action, and written documentation of the investigation. The investigator shall submit the results of the investigation to the Human Resource Director. The factual report shall remain confidential and may not be disseminated except to persons having a need or right to know which outweighs the privacy rights of the persons involved.
4. Within 5 working days of receiving the investigator's factual report, the agency will, in writing, inform the complainant, any employees directly involved, their immediate supervisors of the results of the investigation and the agency's decision.
5. If the investigation establishes that there is insufficient evidence to find that illegal discrimination occurred, the agency will inform all parties involved that no action will be taken. If the investigation establishes that discrimination occurred, the agency will take appropriate action, including, but not limited to, disciplinary measures pursuant to the agency's disciplinary policy, which may include termination. The agency will, in writing, inform the complainant only that an action was taken, not the details of the action.
6. Neither the agency management nor any employee will retaliate against any employee for filing a discrimination complaint or for participating in any way in a complaint procedure.

**OTHER COMPLAINT FILING OPTION** (1) An applicant, client, customer, or employee may concurrently file a complaint of unlawful discrimination with the Human Rights Bureau (PO Box 1728, Helena, MT 59624-1728, phone 1-800-542-0807.) The complaint must be filed either:

- a. within 180 days of the alleged incident; or
- b. if the employee initiates action to resolve the alleged discrimination in accordance with this procedure or contract grievance procedure, within 300 days of the alleged incident.

JeanAnn Scheuer, Human Resource Director  
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Room 409 Mitchell Building, 125 N. Roberts, Helena, MT 59620

## APPENDIX D

### DESCRIPTION OF EEO CATEGORIES

1. **Officials and Administrators:** Occupations in which employees set broad policies, exercise overall responsibility for execution of these policies, exercise overall responsibility for execution of these policies, or direct individual departments or special phases of the agency's operations, or provide specialized consultation on a regional, district or area basis. Includes: department heads, bureau chiefs, division chiefs, directors, deputy directors, controllers, wardens, superintendents, sheriffs, police and fire chiefs and inspectors, examiners (bank, hearing motor vehicle, warehouse), inspectors (construction, building, safety, rent-and-housing, fire, A.B.C. Board, license, dairy, livestock, transportation), assessors, tax appraisers and investigators, coroners, farm managers, and kindred workers.
2. **Professionals:** Occupations which require specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge. Includes: personnel and labor relations workers, social workers, doctors, psychologists, registered nurses, economists, dieticians, lawyers, systems analysts, accountants, engineers, employment and vocational rehabilitation counselors, teachers or instructors, police and fire captains and lieutenants, librarians, management analysts, airplane pilots and navigators, surveyors and mapping scientists, and kindred workers.
3. **Technicians:** Occupations which require a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training. Includes: computer programmers, drafters, survey and mapping technicians, licensed practical nurses, photographers, radio operators, technical illustrators, highway technicians, technicians (medical, dental, electronic, physical sciences), police and fire sergeants, inspectors (production or processing inspectors, testers and weighers), and kindred workers.
4. **Protective Service Workers:** Occupations in which workers are entrusted with public safety, security and protection from destructive forces. Includes: police patrol officers, fire fighters, guards, deputy sheriffs, bailiffs, correctional officers, detectives, marshals, harbor patrol officers, game and fish wardens, park rangers (except maintenance), and kindred workers.
5. **Paraprofessionals:** Occupations in which workers perform some of the duties of a professional or technician in a supportive role, which usually require less formal training and/or experience normally required for professional or technical status. Such positions may fall within an identified pattern of staff development and promotion under a "New Careers" concept. Included: research assistants, medical aids, child support workers, policy auxiliary welfare service aids, recreation assistants, homemakers aides, home health aides, library assistants and clerks, ambulance drivers and attendants, and kindred workers.
6. **Administrative Support (Including Clerical and Sales):** Occupations in which workers are responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. Includes: bookkeepers, messengers, clerk-typists, stenographers, court transcribers, hearing reporters, statistical clerks, dispatchers, license distributors, payroll clerks, office machine and computer operators, telephone operators, legal assistants, sales workers, cashiers, toll collectors, and kindred workers.

## APPENDIX E UTILIZATION ANALYSIS

Total for All DOR			State Employees - Workforce						Labor Force - Montana				
			Total	Female	Female	AI/AN	Other Minorities	All Minorities		Female	AI/AN	Other Minorities	All Minorities
01/03/11	Total for all DOR		624	405	64.90%	11	5	2.56%	Weighted Availability	60.60%			5.80%
									Underutilization	0			-20
11/25/09	Total for all DOR		615	401	65.20%	11	6	2.76%	Weighted Availability	60.65%			5.90%
									Underutilization	0			-19

<b>AI/AN</b> - American Indian or Alaskan Native and AI/AN and White or AI/AN and Black													
<b>Other Minorities</b> – Black or African American and Black & White; Hispanic and White Hispanic or Latino; Asian or Native Hawaiian, Other Pacific Island and Asian & White and Balance 2+ - Balance of individuals reporting more than one race													
<b>All Minorities</b> - Total of AI/AN and Other Minorities													
<b>WEIGHTED AVAILABILITY</b> - Weighted availability is an average that takes into account the proportional relevance of each job code total (employee count), rather than treating each job code total equally. This weighted average is used in calculating the availability (labor force) at the occupational group level and at the EEO category level for females and minorities. For example, when calculating the occupational group availability, a job code with 15 employees will carry more weight than a job code with only 2 employees for the weighted availability.													
<b>UNDERUTILIZATION</b> - Underutilization occurs when the percentage of employees in a protected group (women or minorities) is less than the availability (labor force) percentage for that protected group. Underutilization is calculated for employees in each job group. It is a technical targeting term used exclusively by the EEO Officers who seek to apply good faith efforts to increase in the future the percentage of utilization of minorities and women in a work force. If there is a negative number such as -2 in the field that means there is underutilization. If there is no underutilization, a 0 will be in the field.													

Category 1 - Official and Administrators			State Employees - Workforce						Labor Force - Montana				
			Total	Female	Female	AI/AN	Other Minorities	All Minorities		Female	AI/AN	Other Minorities	All Minorities
01/03/11	Total Category 1		66	31	46.97%	2	0	3.00%	Weighted Availability	32.80%			7.69%
	Official and Administrators								Underutilization	0			-3
11/25/09	Total Category 1		71	32	45.07%	2	1	4.20%	Weighted Availability	32.65%			7.82%
	Official and Administrator								Underutilization	0			-3
<b>01/03/11</b>													
Occupational Group Code: 000													
Job Code													
	000071	Agency Head - Admin	1	0	0.00%	0	0	0.00%		20.80%	1.70%	1.50%	3.20%
	Total for Group: 000		1	0	0.00%	0	0	0.00%	Weighted Availability	20.80%			3.20%
									Underutilization	0			0
Occupational Group Code: 111													
Job Code													
	111218	Operations Manager	8	4	50.00%	1	0	12.50%		27.40%	2.80%	2.20%	5.00%
	111219	Operations Manager	2	0	0.00%	0	0	0.00%		27.40%	2.80%	2.20%	5.00%
	111917	Program Manager	47	20	42.55%	1	0	2.13%		35.00%	4.40%	2.90%	7.30%
	Total for Group: 111		57	24	42.11%	2	0	3.51%	Weighted Availability	33.67%			6.90%
									Underutilization	0			-2
Occupational Group Code: 113													
Job Code													
	113116	Admin Services Mgr	8	7	87.50%	0	0	0.00%		28.10%	5.40%	8.50%	13.90%
	Total for Group: 113		8	7	87.50%	0	0	0.00%	Weighted Availability	28.10%			13.90%
									Underutilization	0			-1

Category 1 - Official and Administrators				State Employees - Workforce						Labor Force - Montana				
				Total	Female	Female	AI/AN	Other Minorities	All Minorities		Female	AI/AN	Other Minorities	All Minorities
<b>11/25/09</b>														
Occupational Group Code: 000														
Job Code														
	000071	Agency Head - Admin		1	0	0.00%	0	0	0.00%		20.80%	1.70%	1.50%	3.20%
Total for Group: 000				1	0	0.00%	0	0	0.00%	<b>Weighted Availability Underutilization</b>	20.80% <b>0</b>			3.20% <b>0</b>
Occupational Group Code: 111														
Job Code														
	111217	Operations Manager		1	1	100.00%	0	0	0.00%		27.40%	2.80%	2.20%	5.00%
	111218	Operations Manager		8	3	37.50%	0	0	0.00%		27.40%	2.80%	2.20%	5.00%
	111219	Operations Manager		2	0	0.00%	0	1	100.00%		27.40%	2.80%	2.20%	5.00%
	111917	Program Manager		49	20	40.82%	2	0	4.08%		35.00%	4.40%	2.90%	7.30%
Total for Group: 111				60	24	40.00%	2	1	5.00%	<b>Weighted Availability Underutilization</b>	33.61% <b>0</b>			6.88% <b>-1</b>
Occupational Group Code: 113														
Job Code														
	113116	Admin Services Mgr		10	8	80.00%	0	0	0.00%		28.10%	5.40%	8.50%	13.90%
Total for Group: 113				10	8	80.00%	0	0	0.00%	<b>Weighted Availability Underutilization</b>	28.10% <b>0</b>			13.90% <b>-1</b>

Category 2 - Professionals				State Employees - Workforce					Labor Force - Montana					
				Total	Female	Female	AI/AN	Other Minorities	All Minorities		Female	AI/AN	Other Minorities	All Minorities
01/03/11	Total Category 2 Professionals			321	179	55.76%	6	2	2.50%	Weighted Availability	48.04%			3.42%
Underutilization											0	-3		
11/25/09	Total Category 2 Professionals			311	176	56.59%	6	3	2.90%	Weighted Availability	48.53%			3.48%
Underutilization											0	-2		
01/03/11														
Occupational Group Code: 131														
Job Code														
	131215	Purchasing Agent		1	0	0.00%	0	0	0.00%		48.30%	1.30%	2.40%	6.70%
	131415	Compliance Specialist		8	6	75.00%	1	0	12.50%		53.50%	11.60%	1.10%	12.70%
	131416	Compliance Specialist		1	1	100.00%	0	0	0.00%		53.50%	11.60%	1.10%	12.70%
	131756	Training Dev Spec		1	0	0.00%	0	0	0.00%		69.30%	6.00%	3.20%	9.20%
	131775	Human Resource Spec		1	1	100.00%	0	0	0.00%		69.30%	6.00%	3.20%	9.20%
	131776	Human Resource Spec		1	1	100.00%	0	0	0.00%		69.30%	6.00%	3.20%	9.20%
	131815	Management Analyst		2	1	50.00%	0	0	0.00%		37.70%	3.70%	1.70%	5.40%
	131816	Management Analyst		3	1	33.33%	0	0	0.00%		37.70%	3.70%	1.70%	5.40%
	131817	Management Analyst		14	8	57.14%	0	0	0.00%		37.70%	3.70%	1.70%	5.40%
	131915	Administrative Spec		1	1	100.00%	0	0	0.00%		42.80%	5.60%	3.50%	9.10%
Total for Group: 131				33	20	60.61%	1	0	3.03%	Weighted Availability	45.36%			7.89%
Underutilization											0	-2		
Occupational Group Code: 132														
Job Code														
	132116	Accountant		3	2	66.67%	0	0	0.00%		62.90%	3.90%	1.80%	5.70%
	132117	Accountant		2	1	50.00%	0	0	0.00%		62.90%	3.90%	1.80%	5.70%
	132136	Auditor		1	1	100.00%	0	0	0.00%		62.90%	3.90%	1.80%	5.70%
	132214	Tax Appraiser		73	58	79.45%	2	0	2.74%		40.90%	3.20%	0.00%	3.20%
	132215	Tax Appraiser		66	26	39.39%	0	0	0.00%		40.90%	3.20%	0.00%	3.20%
	132216	Tax Appraiser		15	7	46.67%	1	0	6.67%		40.90%	3.20%	0.00%	3.20%
	132815	Tax Examiner		26	16	61.54%	0	0	0.00%		76.90%	0.00%	0.00%	0.00%
	132816	Tax Examiner		28	15	53.57%	2	1	10.71%		76.90%	0.00%	0.00%	0.00%
	132817	Tax Examiner		11	4	36.36%	0	0	0.00%		76.90%	0.00%	0.00%	0.00%
Total for Group: 132				225	130	57.78%	5	1	2.67%	Weighted Availability	51.89%			2.34%
Underutilization											0	0		



Category 2 - Professionals				State Employees - Workforce						Labor Force - Montana				
				Total	Female	Female	AI/AN	Other Minorities	All Minorities		Female	AI/AN	Other Minorities	All Minorities
Occupational Group Code: 151														
Job Code														
151215	Computer Programmer			2	0	0.00%	0	0	0.00%		21.60%	1.50%	2.30%	3.80%
151216	Computer Programmer			1	0	0.00%	0	0	0.00%		21.60%	1.50%	2.30%	3.80%
151295	Web Developer			1	1	100.00%	0	0	0.00%		21.60%	1.50%	2.30%	3.80%
151337	Computer App Eng			1	0	0.00%	0	0	0.00%		27.70%	2.90%	2.90%	5.80%
151516	Computer Sys Analyst			8	3	37.50%	0	0	0.00%		30.10%	1.20%	2.60%	3.80%
151517	Computer Sys Analyst			6	3	50.00%	0	0	0.00%		30.10%	1.20%	2.60%	3.80%
151736	Comp Security Spec			1	1	100.00%	0	0	0.00%		29.50%	2.20%	1.10%	3.30%
151915	Data Control Spec			7	2	28.57%	0	0	0.00%		30.10%	1.20%	2.60%	3.80%
Total for Group: 151				27	10	37.04%	0	0	0.00%	Weighted Availability Underutilization	28.73% 0			3.86% -1
Occupational Group Code: 193														
Job Code														
193116	Economist			3	0	0.00%	0	0	0.00%		0.00%	5.70%	0.00%	5.70%
193117	Economist			4	1	25.00%	0	0	0.00%		0.00%	5.70%	0.00%	5.70%
Total for Group: 193				7	1	14.29%	0	0	0.00%	Weighted Availability Underutilization	0.00% 0			5.70% 0
Occupational Group Code: 231														
Job Code														
231117	Lawyer			6	4	66.67%	0	0	0.00%		25.10%	1.50%	2.00%	3.50%
231118	Lawyer			7	3	42.86%	0	1	14.29%		25.10%	1.50%	2.00%	3.50%
231217	Admin Law Judge			1	0	0.00%	0	0	0.00%		34.50%	15.20%	2.80%	18.00%
Total for Group: 231				14	7	50.00%	0	1	7.14%	Weighted Availability Underutilization	25.77% 0			4.54% 0
Occupational Group Code: 232														
Job Code														
232115	Paralegal Legal Asst			1	1	100.00%	0	0	0.00%		92.20%	6.00%	50.00%	6.50%
232116	Paralegal Legal Asst			4	4	100.00%	0	0	0.00%		92.20%	6.00%	50.00%	6.50%
Total for Group: 232				5	5	100.00%	0	0	0.00%	Weighted Availability Underutilization	92.20% 0			6.50% 0

Category 2 - Professionals				State Employees - Workforce					Labor Force - Montana					
				Total	Female	Female	AI/AN	Other Minorities	All Minorities		Female	AI/AN	Other Minorities	All Minorities
Occupational Group Code: 273														
Job Code														
	273317	Public Relations Spec		2	2	100.00%	0	0	0.00%		52.40%	7.40%	0.00%	7.40%
	273415	Editor		1	0	0.00%	0	0	0.00%		47.70%	0.70%	0.00%	0.70%
	273416	Editor		1	1	100.00%	0	0	0.00%		47.70%	0.70%	0.00%	0.70%
Total for Group: 273				4	3	75.00%	0	0	0.00%	Weighted Availability	50.05%			4.05%
										Underutilization	0			0
Occupational Group Code: 433														
Job Code														
	433115	Collections Specialist		6	3	50.00%	0	0	0.00%		75.50%	5.10%	4.10%	9.20%
Total for Group: 433				6	3	50.00%	0	0	0.00%	Weighted Availability	75.50%			9.20%
										Underutilization	-2			-1
11/25/09														
Occupational Group Code: 131														
Job Code														
	131215	Purchasing Agent		1	0	0.00%	0	0	0.00%		48.30%	1.30%	2.40%	6.70%
	131415	Compliance Specialist		8	6	75.00%	1	0	12.50%		53.50%	11.60%	1.10%	12.70%
	131416	Compliance Specialist		1	1	100.00%	0	0	0.00%		53.50%	11.60%	1.10%	12.70%
	131756	Training Dev Spec		1	0	0.00%	0	0	0.00%		69.30%	6.00%	3.20%	9.20%
	131776	Human Resource Spec		1	1	100.00%	0	0	0.00%		69.30%	6.00%	3.20%	9.20%
	131815	Management Analyst		3	2	66.67%	0	0	0.00%		37.70%	3.70%	1.70%	5.40%
	131816	Management Analyst		4	2	50.00%	0	0	0.00%		37.70%	3.70%	1.70%	5.40%
	131817	Management Analyst		15	8	53.33%	0	0	0.00%		37.70%	3.70%	1.70%	5.40%
	131915	Administrative Spec		1	1	100.00%	0	0	0.00%		42.80%	5.60%	3.50%	9.10%
Total for Group: 131				35	21	60.00%	1	0	2.86%	Weighted Availability	44.02%			7.64%
										Underutilization	0			-2

Category 2 - Professionals				State Employees - Workforce						Labor Force - Montana				
				Total	Female	Female	AI/AN	Other Minorities	All Minorities		Female	AI/AN	Other Minorities	All Minorities
Occupational Group Code: 132														
Job Code														
	132116	Accountant		4	3	75.00%	0	0	0.00%		62.90%	3.90%	1.80%	5.70%
	132117	Accountant		2	1	50.00%	0	0	0.00%		62.90%	3.90%	1.80%	5.70%
	132137	Auditor		3	3	100.00%	0	0	0.00%		62.90%	3.90%	1.80%	5.70%
	132214	Tax Appraiser		71	53	74.65%	2	0	2.82%		40.90%	3.20%	0.00%	3.20%
	132215	Tax Appraiser		66	27	40.91%	0	0	0.00%		40.90%	3.20%	0.00%	3.20%
	132216	Tax Appraiser		8	4	50.00%	1	0	12.50%		40.90%	3.20%	0.00%	3.20%
	132236	Real Estate Appraiser		8	6	75.00%	0	0	0.00%		40.90%	3.20%	0.00%	3.20%
	132815	Tax Examiner		31	19	61.29%	1	0	3.23%		76.90%	0.00%	0.00%	0.00%
	132816	Tax Examiner		18	10	55.56%	1	1	11.11%		76.90%	0.00%	0.00%	0.00%
	132817	Tax Examiner		9	1	11.11%	0	0	0.00%		76.90%	0.00%	0.00%	0.00%
Total for Group: 132				220	127	57.73%	5	1	2.73%	Weighted Availability	51.29%			2.46%
										Underutilization	0			0
Occupational Group Code: 151														
Job Code														
	151216	Computer Programmer		1	0	0.00%	0	0	0.00%		21.60%	1.50%	2.30%	3.80%
	151516	Computer Sys Analyst		10	4	40.00%	0	1	10.00%		30.10%	1.20%	2.60%	3.80%
	151517	Computer Sys Analyst		4	2	50.00%	0	0	0.00%		30.10%	1.20%	2.60%	3.80%
	151736	Comp Security Spec		1	1	100.00%	0	0	0.00%		29.50%	2.20%	1.10%	3.30%
	151915	Data Control Specialist		6	2	33.33%	0	0	0.00%		30.10%	1.20%	2.60%	3.80%
Total for Group: 151				22	9	40.91%	0	1	4.55%	Weighted Availability	29.69%			3.78%
										Underutilization	0			0
Occupational Group Code: 193														
Job Code														
	193117	Economist		4	1	25.00%	0	0	0.00%		0.00%	5.70%	0.00%	5.70%
Total for Group: 193				4	1	25.00%	0	0	0.00%	Weighted Availability	0.00%			5.70%
										Underutilization	0			0

Category 2 - Professionals				State Employees - Workforce					Labor Force - Montana					
				Total	Female	Female	AI/AN	Other Minorities	All Minorities		Female	AI/AN	Other Minorities	All Minorities
Occupational Group Code: 231														
Job Code														
	231117	Lawyer		5	2	40.00%	0	0	0.00%		25.10%	1.50%	2.00%	3.50%
	231118	Lawyer		7	3	42.86%	0	1	14.29%		25.10%	1.50%	2.00%	3.50%
	231217	Admin Law Judge		1	0	0.00%	0	0	0.00%		34.50%	15.20%	2.80%	18.00%
	Total for Group: 231			13	5	38.46%	0	1	7.69%	Weighted Availability Underutilization	25.82% 0			4.62% 0
Occupational Group Code: 232														
Job Code														
	232115	Paralegal Legal Asst		2	2	100.00%	0	0	0.00%		92.20%	6.00%	50.00%	6.50%
	232116	Paralegal Legal Asst		5	5	100.00%	0	0	0.00%		92.20%	6.00%	50.00%	6.50%
	Total for Group: 232			7	7	100.00%	0	0	0.00%	Weighted Availability Underutilization	92.20% 0			6.50% 0
Occupational Group Code: 273														
Job Code														
	273317	Public Relations Spec		2	2	100.00%	0	0	0.00%		52.40%	7.40%	0.00%	7.40%
	273415	Editor		1	0	0.00%	0	0	0.00%		47.70%	0.70%	0.00%	0.70%
	273416	Editor		1	1	100.00%	0	0	0.00%		47.70%	0.70%	0.00%	0.70%
	273435	Technical Writer		1	0	0.00%	0	0	0.00%		55.00%	0.00%	0.00%	0.00%
	Total for Group: 273			5	3	60.00%	0	0	0.00%	Weighted Availability Underutilization	51.04% 0			3.24% 0
Occupational Group Code: 433														
Job Code														
	433115	Collections Specialist		5	3	60.00%	0	0	0.00%		75.50%	5.10%	4.10%	9.20%
	Total for Group: 433			5	3	60.00%	0	0	0.00%	Weighted Availability Underutilization	75.50% -1			9.20% 0

Category 3 - Technicians				State Employees - Workforce					Labor Force - Montana					
				Total	Female	Female	AI/AN	Other Minorities	All Minorities		Female	AI/AN	Other Minorities	All Minorities
01/03/11	Total Category 3 Technicians	217	181	83.41%	1	3	1.80%	Weighted Availability	85.94%					8.29%
										Underutilization	-5			-14
11/25/09	Total Category 3 Technicians	213	179	84.04%	1	2	1.40%	Weighted Availability	85.87%					8.37%
										Underutilization	-4			-15
01/03/11														
Occupational Group Code: 151														
	Job Code													
	151416	Comp Support Spec	2	0	0.00%	0	0	0.00%		38.40%	2.30%	4.20%	6.50%	
	151914	Data Control Tech	1	1	100.00%	0	0	0.00%		30.10%	1.20%	2.60%	3.80%	
	Total for Group: 151			3	1	33.33%	0	0	0.00%	Weighted Availability	35.63%			5.60%
										Underutilization	0			0
Occupational Group Code: 232														
	Job Code													
	232114	Paralegal Legal Asst	3	3	100.00%	0	0	0.00%		92.20%	6.00%	50.00%	6.50%	
	Total for Group: 232			3	3	100.00%	0	0	0.00%	Weighted Availability	92.20%			6.50%
										Underutilization	0			0

Category 3 - Technicians				State Employees - Workforce						Labor Force - Montana				
				Total	Female	Female	AI/AN	Other Minorities	All Minorities		Female	AI/AN	Other Minorities	All Minorities
Occupational Group Code: 433														
	Job Code													
	433114	Collections Tech		15	9	60.00%	0	1	6.67%		75.50%	5.10%	4.10%	9.20%
	433213	Tax Technician		70	67	95.71%	0	0	0.00%		85.00%	8.20%	1.60%	9.80%
	433214	Tax Technician		32	29	90.63%	0	0	0.00%		85.00%	8.20%	1.60%	9.80%
	433313	Accounting Tech		3	2	66.67%	0	0	0.00%		92.30%	3.60%	1.90%	5.50%
	433314	Accounting Tech		7	6	85.71%	0	0	0.00%		92.30%	3.60%	1.90%	5.50%
	433333	Auditing Tech		10	7	70.00%	0	0	0.00%		92.30%	3.60%	1.90%	5.50%
	433334	Auditing Tech		39	27	69.23%	0	2	5.13%		92.30%	3.60%	1.90%	5.50%
	433514	Payroll Tech		2	2	100.00%	1	0	50.00%		94.70%	12.50%	4.30%	16.80%
	433614	Purchasing Tech		1	1	100.00%	0	0	0.00%		80.00%	7.30%	0.00%	7.30%
	Total for Group: 433			179	150	83.80%	1	3	2.23%	Weighted Availability Underutilization	86.69% -5			8.40% -11
Occupational Group Code: 434														
	Job Code													
	434514	Customer Serv Asst		10	8	80.00%	0	0	0.00%		74.70%	2.20%	3.70%	5.90%
	Total for Group: 434			10	8	80.00%	0	0	0.00%	Weighted Availability Underutilization	74.70% 0			5.90% -1
Occupational Group Code: 436														
	Job Code													
	436113	Administrative Asst		3	2	66.67%	0	0	0.00%		96.30%	5.40%	2.20%	7.60%
	436114	Administrative Asst		8	6	75.00%	0	0	0.00%		96.30%	5.40%	2.20%	7.60%
	Total for Group: 436			11	8	72.73%	0	0	0.00%	Weighted Availability Underutilization	96.30% -3			7.60% -1
Occupational Group Code: 439														
	Job Code													
	439233	Data Processor Tech		11	11	100.00%	0	0	0.00%		85.60%	6.70%	4.00%	10.70%
	Total for Group: 439			11	11	100.00%	0	0	0.00%	Weighted Availability Underutilization	85.60% 0			10.70% -1

Category 3 - Technicians				State Employees - Workforce						Labor Force - Montana				
				Total	Female	Female	AI/AN	Other Minorities	All Minorities		Female	AI/AN	Other Minorities	All Minorities
11/25/09														
Occupational Group Code: 151														
Job Code														
	151416	Comp Support Spec		2	0	0.00%	0	0	0.00%		38.40%	2.30%	4.20%	6.50%
	151914	Data Control Tech		1	1	100.00%	0	0	0.00%		30.10%	1.20%	2.60%	3.80%
Total for Group: 151				3	1	33.33%	0	0	0.00%	Weighted Availability Underutilization	35.63% 0			5.60% 0
Occupational Group Code: 232														
Job Code														
	232114	Paralegal Legal Asst		2	2	100.00%	0	0	0.00%		92.20%	6.00%	50.00%	6.50%
Total for Group: 232				2	2	100.00%	0	0	0.00%	Weighted Availability Underutilization	92.20% 0			6.50% 0
Occupational Group Code: 433														
Job Code														
	433114	Collections Tech		15	9	60.00%	0	1	6.67%		75.50%	5.10%	4.10%	9.20%
	433213	Tax Technician		69	66	95.65%	0	0	0.00%		85.00%	8.20%	1.60%	9.80%
	433214	Tax Technician		33	30	90.91%	0	0	0.00%		85.00%	8.20%	1.60%	9.80%
	433313	Accounting Tech		5	4	80.00%	0	0	0.00%		92.30%	3.60%	1.90%	5.50%
	433314	Accounting Tech		10	8	80.00%	0	0	0.00%		92.30%	3.60%	1.90%	5.50%
	433333	Auditing Technician		11	9	81.82%	0	0	0.00%		92.30%	3.60%	1.90%	5.50%
	433334	Auditing Technician		34	22	64.71%	0	1	2.94%		92.30%	3.60%	1.90%	5.50%
	433514	Payroll Technician		2	2	100.00%	1	0	50.00%		94.70%	12.50%	4.30%	16.80%
	433614	Purchasing Tech		1	1	100.00%	0	0	0.00%		80.00%	7.30%	0.00%	7.30%
Total for Group: 433				180	151	83.89%	1	2	1.67%	Weighted Availability Underutilization	86.72% -5			8.38% -12

Category 3 - Technicians				State Employees - Workforce						Labor Force - Montana				
				Total	Female	Female	AI/AN	Other Minorities	All Minorities		Female	AI/AN	Other Minorities	All Minorities
Occupational Group Code: 434														
Job Code														
	434514	Customer Serv Asst		9	7	77.78%	0	0	0.00%		74.70%	2.20%	3.70%	5.90%
	434814	Human Res Asst		1	1	100.00%	0	0	0.00%		90.00%	16.00%	6.70%	22.70%
Total for Group: 434				10	8	80.00%	0	0	0.00%	Weighted Availability Underutilization	76.23% 0			7.58% -1
Occupational Group Code: 436														
Job Code														
	436113	Administrative Asst		5	4	80.00%	0	0	0.00%		96.30%	5.40%	2.20%	7.60%
	436114	Administrative Asst		3	3	100.00%	0	0	0.00%		96.30%	5.40%	2.20%	7.60%
Total for Group: 436				8	7	87.50%	0	0	0.00%	Weighted Availability Underutilization	96.30% -1			7.60% -1
Occupational Group Code: 439														
Job Code														
	439233	Data Processor Tech		10	10	100.00%	0	0	0.00%		85.60%	6.70%	4.00%	10.70%
Total for Group: 439				10	10	100.00%	0	0	0.00%	Weighted Availability Underutilization	85.60% 0			10.70% -1



Category 6 - Office/Clerical			State Employees - Workforce						Labor Force - Montana				
			Total	Female	Female	AI/AN	Other Minorities	All Minorities		Female	AI/AN	Other Minorities	All Minorities
01/03/11	Total Category 6		20	14	70.00%	2	0	10.00%	Weighted Availability	79.03%			10.64%
Office/Clerical									Underutilization	-2	0		
11/25/09	Total Category 6		20	14	70.00%	2	0	10.00%	Weighted Availability	80.12%			10.61%
Office/Clerical									Underutilization	-2	0		
01/03/11													
Occupational Group Code: 433													
	Job Code												
	433312	Accounting Clk	2	2	100.00%	0	0	0.00%		92.30%	3.60%	1.90%	5.50%
	Total for Group: 433		2	2	100.00%	0	0	0.00%	Weighted Availability	92.30%			5.50%
									Underutilization	0			0
Occupational Group Code: 434													
	Job Code												
	434712	File Clerk	5	2	40.00%	1	0	20.00%		89.30%	8.10%	3.40%	11.50%
	Total for Group: 434		5	2	40.00%	1	0	20.00%	Weighted Availability	89.30%			11.50%
									Underutilization	-2			0
Occupational Group Code: 435													
	Job Code												
	435613	Logistics Tech	1	0	0.00%	0	0	0.00%		56.20%	5.80%	6.80%	12.60%
	Total for Group: 435		1	0	0.00%	0	0	0.00%	Weighted Availability	56.20%			12.60%
									Underutilization	-1			0

Category 6 - Office/Clerical				State Employees - Workforce					Labor Force - Montana					
				Total	Female	Female	AI/AN	Other Minorities	All Minorities		Female	AI/AN	Other Minorities	All Minorities
Occupational Group Code: 439														
Job Code														
	439232	Data Proc Clk		8	8	100.00%	0	0	0.00%		85.60%	6.70%	4.00%	10.70%
	439512	Mail Clerk		2	1	50.00%	1	0	50.00%		40.30%	8.30%	4.10%	12.40%
	439513	Mail Clerk		1	0	0.00%	0	0	0.00%		40.30%	8.30%	4.10%	12.40%
	439612	Admin Clk		1	1	100.00%	0	0	0.00%		87.50%	7.10%	1.80%	8.90%
Total for Group: 439				12	10	83.33%	1	0	8.33%	Weighted Availability	74.43%			10.98%
										Underutilization	0			0
11/25/09														
Occupational Group Code: 433														
Job Code														
	433312	Acctg Clerk		2	2	100.00%	0	0	0.00%		92.30%	3.60%	1.90%	5.50%
Total for Group: 433				2	2	100.00%	0	0	0.00%	Weighted Availability	92.30%			5.50%
										Underutilization	0			0
Occupational Group Code: 434														
Job Code														
	434712	File Clerk		4	1	25.00%	1	0	25.00%		89.30%	8.10%	3.40%	11.50%
Total for Group: 434				4	1	25.00%	1	0	25.00%	Weighted Availability	89.30%			11.50%
										Underutilization	-3			0
Occupational Group Code: 435														
Job Code														
	435833	Supply Asst		1	0	0.00%	0	0	0.00%		38.30%	8.10%	4.50%	12.60%
Total for Group: 435				1	0	0.00%	0	0	0.00%	Weighted Availability	38.30%			12.60%
										Underutilization	0			0
Occupational Group Code: 439														
Job Code														
	439232	Data Proc Clk		11	11	100.00%	0	0	0.00%		85.60%	6.70%	4.00%	10.70%
	439512	Mail Clerk		2	0	0.00%	1	0	50.00%		40.30%	8.30%	4.10%	12.40%
Total for Group: 439				13	11	84.62%	1	0	7.69%	Weighted Availability	78.63%			10.96%
										Underutilization	0			0